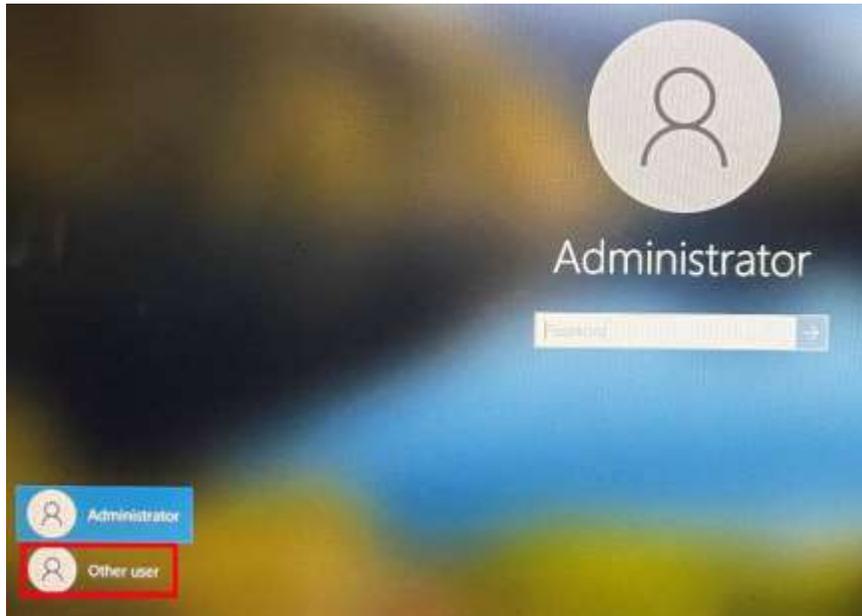# High School Laptop First Time Setup Guide

This guide will walk you through the required steps to prepare your laptop for the start of school.

1. Power on your laptop. The power button is located on the right side of your laptop.
2. You will probably see "Administrator" on the screen. Select "Other User".

3. Sign in. Your username will be your last name followed by your first and middle initial. Example: John Grace Smith = SmithJG. If you are coming from a school in the Diocese of Greensburg your password is the same one you used last school year. For all others, the temporary password will be posted in the room.
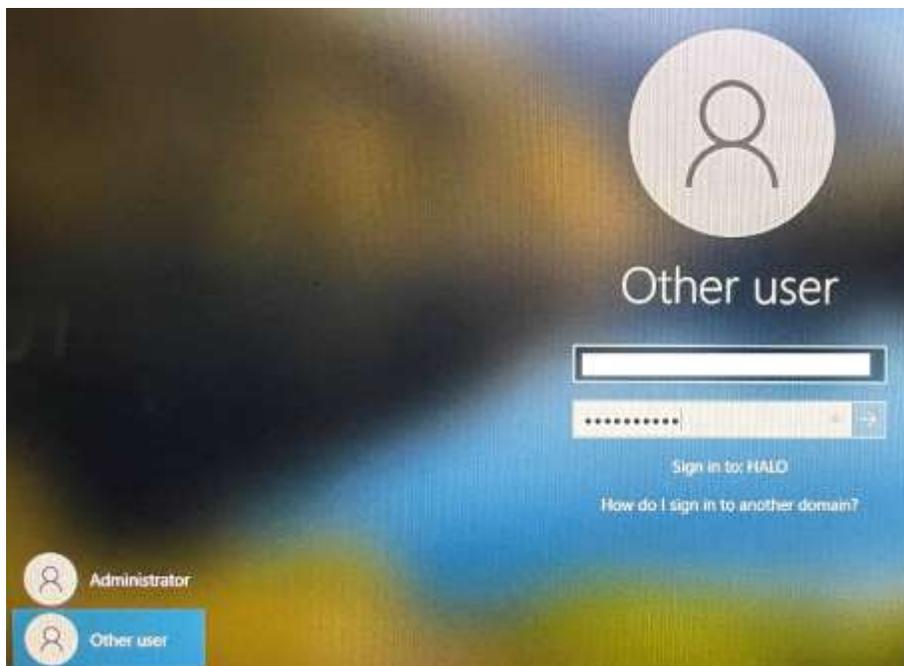
4. You will be prompted to choose a new password. Your new password must be 8 characters long and contain upper and lower case, and a number or symbol. Your password must not contain any part of your name. Select "OK" on the next screen to complete sign in.
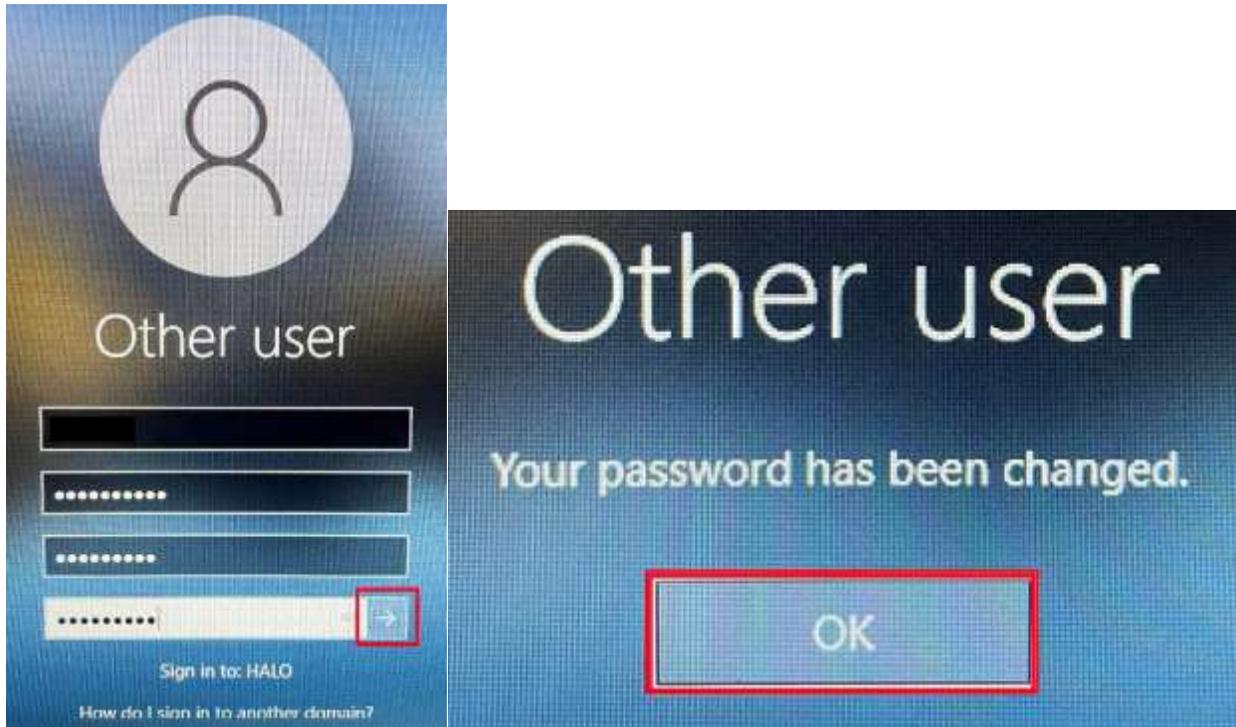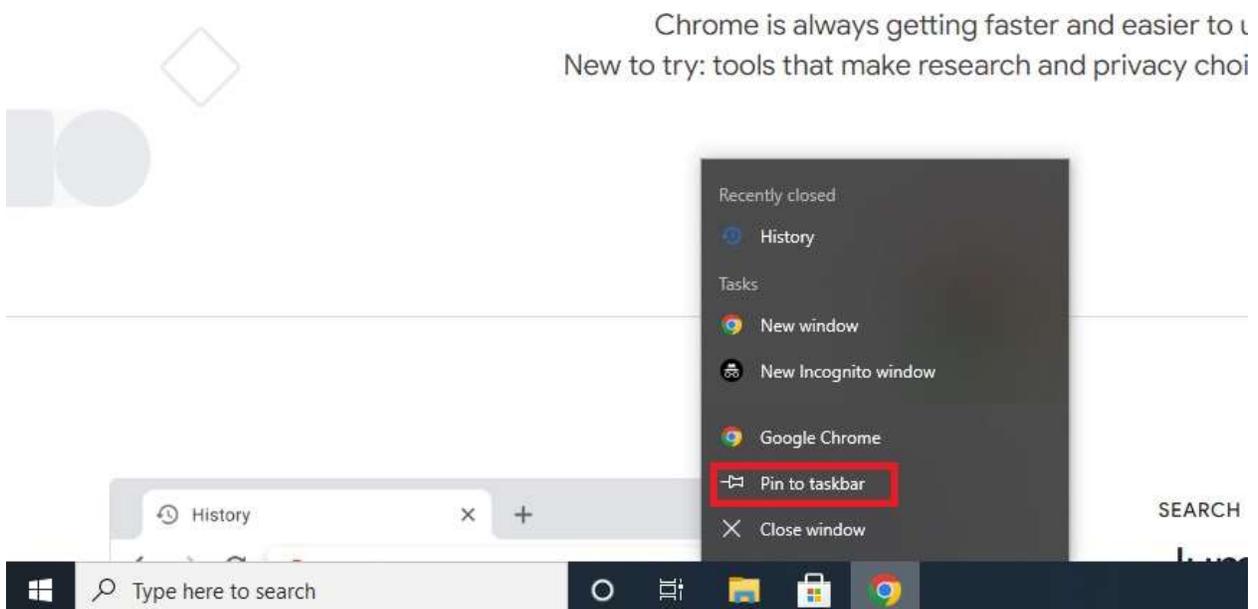

5. Now that you are signed in, right click on the Microsoft Edge icon on your task bar (bottom of the screen) and select "Unpin from taskbar".
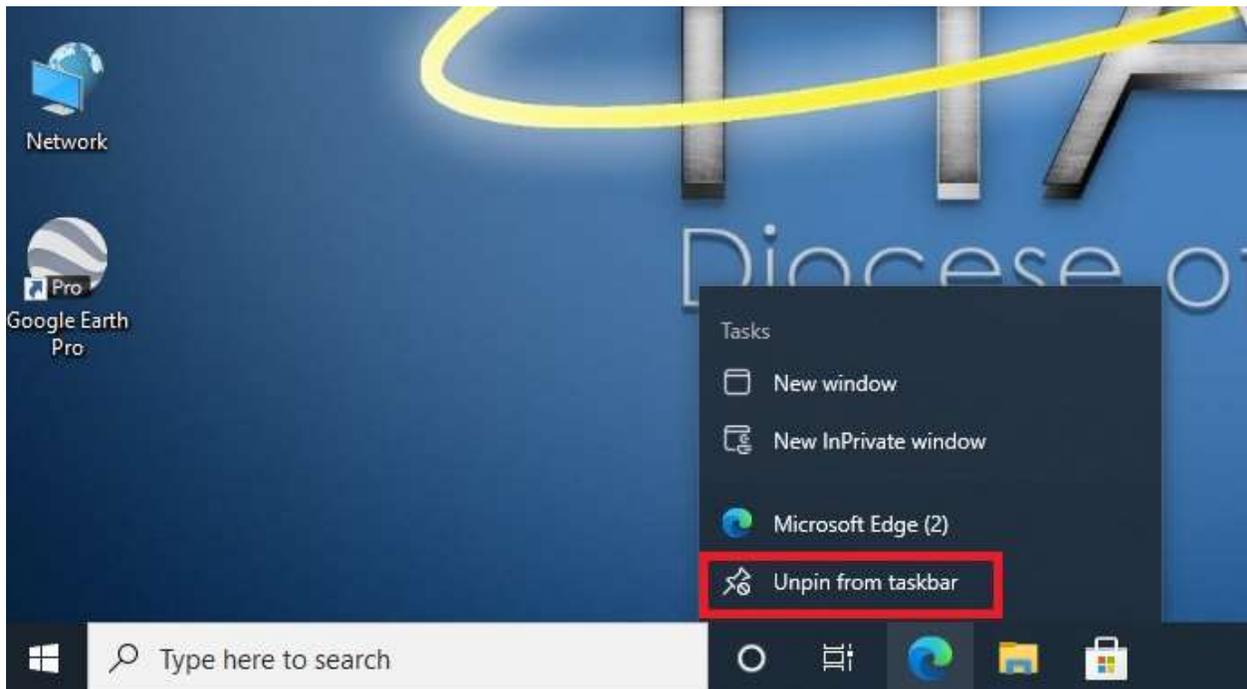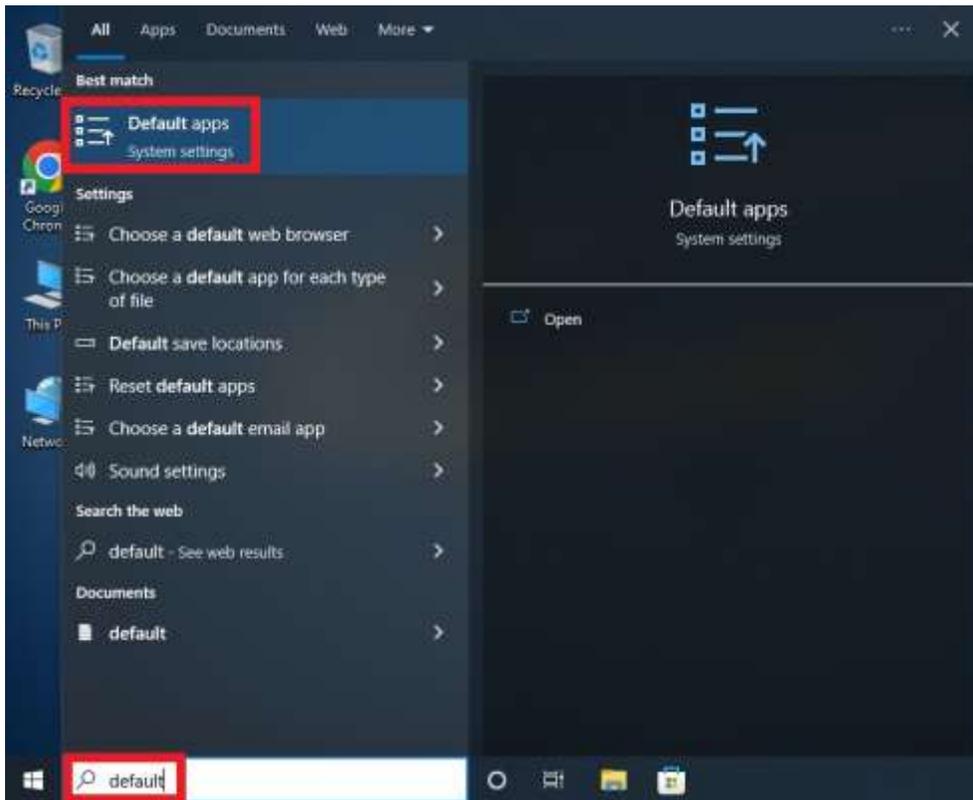
6. Open Google Chrome from the desktop shortcut in the top left of your screen.
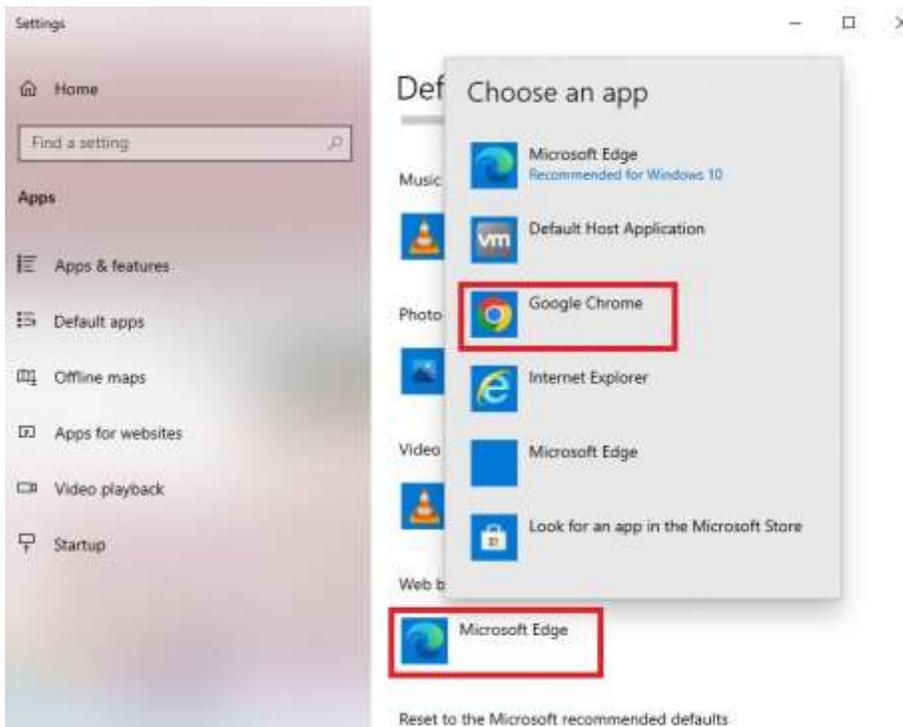

7. Right click on the Google Chrome icon on your task bar and select "Pin to taskbar".
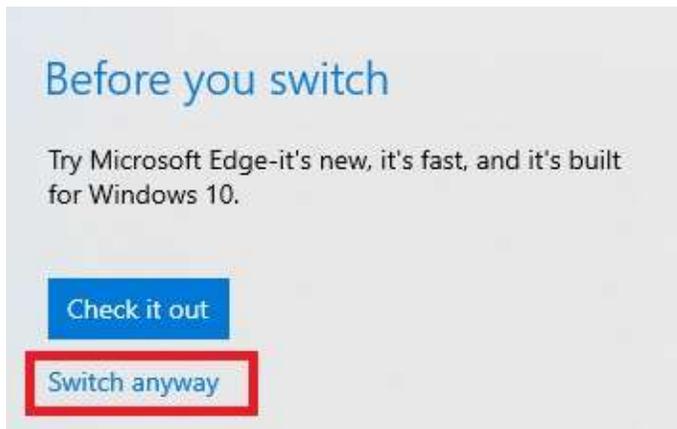
8. Type "Default" into the search bar in the bottom left corner of your screen. Then press enter or click "Change Default Apps" in the resulting window.
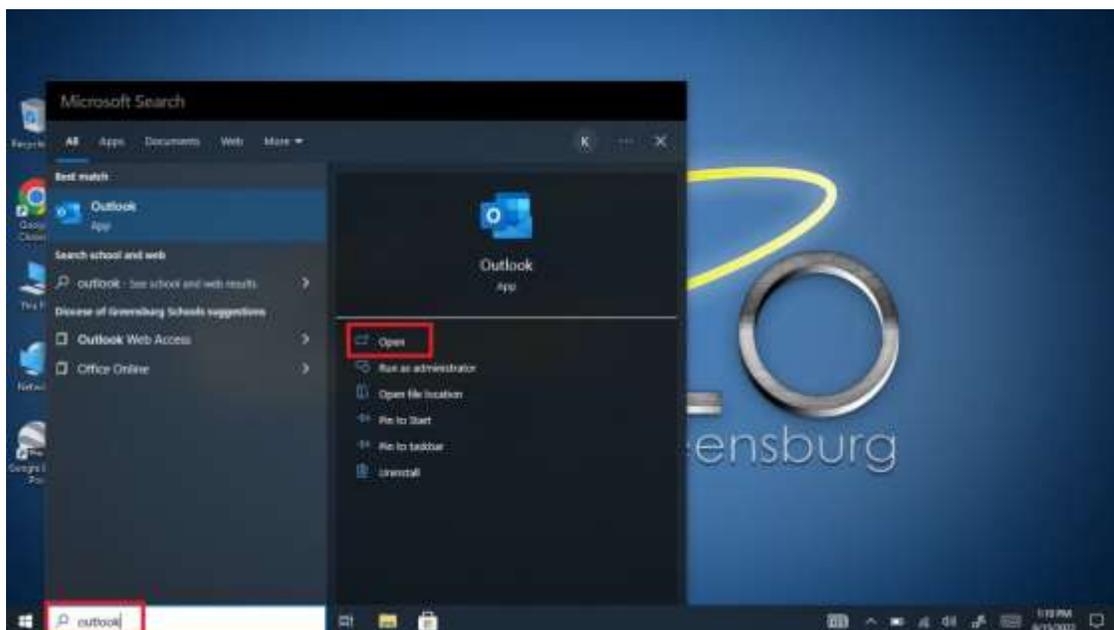

9. Scroll down and click on "Microsoft Edge" under "Web Browser" then select Google Chrome.

10. Select "Switch Anyway" on the next screen.

11. Google Chrome is now your default web browser. Type "Outlook" into the search bar at the bottom left of your screen. Press enter or select "Open" on the menu to launch Microsoft Outlook.

12. Right click on the "Outlook" icon on your taskbar (bottom of the screen) and select "Pin to taskbar".
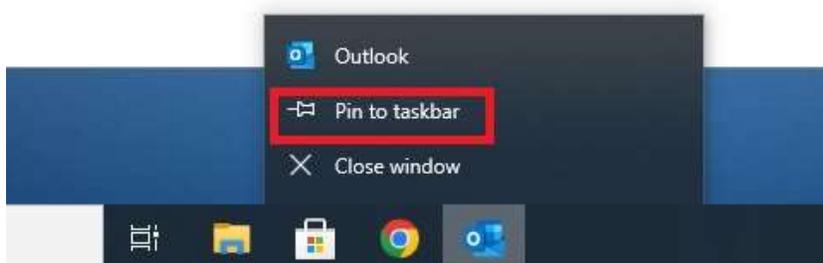
13. You will likely see some screens related to Microsoft Office updates and privacy settings. Close these messages if they appear.

Microsoft

Your privacy option

Thanks for using Office! We've made some updates to the privacy settings to give you more control.
Your organization's admin allows you to use several cloud-backed services. You get to decide whether you use these services.

Learn more

To adjust these privacy settings, go to:
File > Office Account > Account Privacy

These optional cloud-backed services are provided to you under the Microsoft Services Agreement.
Microsoft Services Agreement

Close

×

Office has been updated

Please restart any open Office apps to enable the features of Microsoft 365 Apps for enterprise.

Close

14. Your student email address should already be listed. If not, type it in. Your student email address will be your username (Last name+first initial+middle initial)@gcchs.org or @geibelcatholic.org depending on your school. Example SmithJG@gcchs.org or SmithJG@geibelcatholic.org

15. Click "Connect" then uncheck the box for Outlook Mobile and select "Done".

×   Outlook

Account successfully added

Microsoft 365

Outlook

Email address

Add another email address

Next

Advanced options ⌄

Advanced options ⌄

Connect

☐ Set up Outlook Mobile on my phone, too

Done

16. You will now see your email inbox. You will likely see some pop ups like the one shown below. Click "Got it".
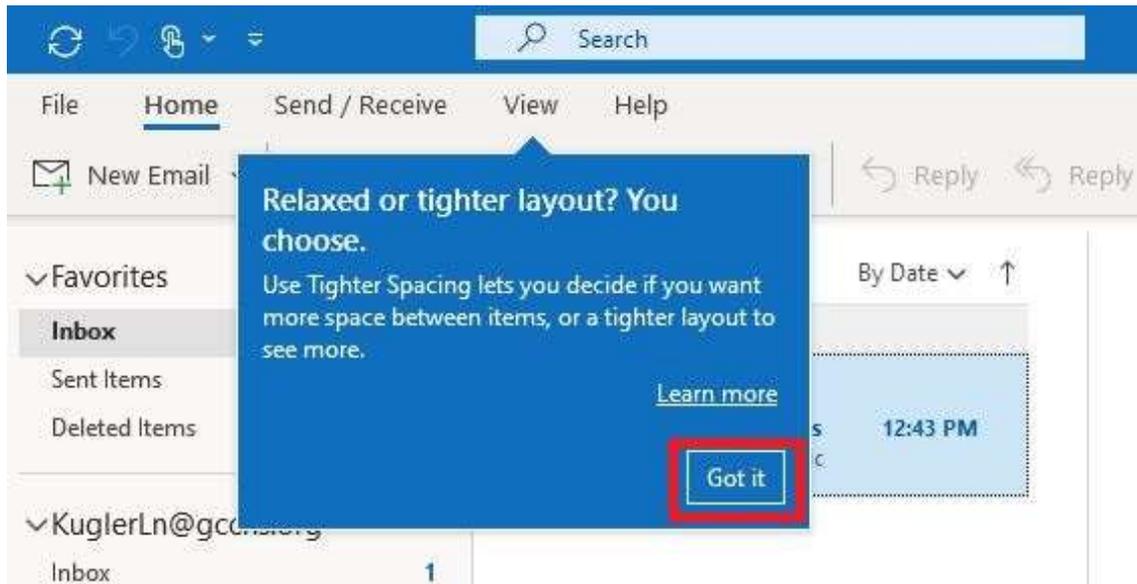
17. Return to Chrome and navigate to your school's website. You will use either gcchs.org or geibelcatholic.org depending on your school. Select "Students" from the menu in the top right.

18. This page contains links to useful student resources that you will use throughout the year. Click on MS O365.

19. Enter your student email address and click "Next". Your student email address will be your username (Last name+first initial+middle initial)@gcchs.org or @geibelcatholic.org depending on which school you attend. Example SmithJG@gcchs.org or SmithJG@geibelcatholic.org

Microsoft

Sign in

_____

No account? Create one!

Can't access your account?

Next

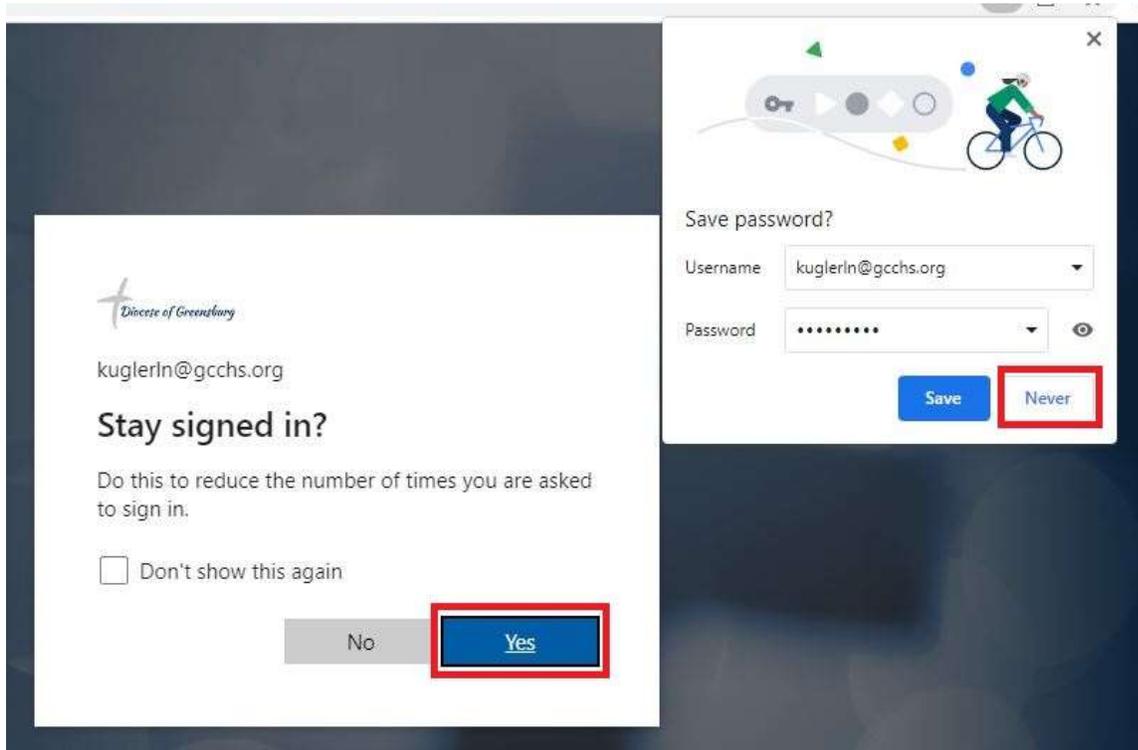20. Enter the password that you chose when you signed into the laptop and click "Sign in".

Diocese of Greensburg

←

Enter password

•••••••••|

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Forgot my password

Sign in

21. Select "Never" for the pop-up in the top right and "Yes" for the pop up in the center of your screen.

22. You are now signed into Office365. This site offers access to web based versions of most Office apps as well as access to your email and cloud based personal file storage. If you are new to Office365 you will see this menu. use the arrow button to the right to move through the messages and close them.

23. Click the System Tray arrow (looks like: ^) in the bottom right of your screen and then click the OneDrive icon

24. Select "Sign in".

25. Enter your student email address and click "Sign in". Your student email will be your username (last name, first initial, middle initial) @gcchs.org or @geibelcatholic.org depending on your school.

26. You will see a series of screens with information about OneDrive. Click "Next" on all of them.

27. Select "Later" on the Get the mobile app screen. Then click "Open my OneDrive folder" on the last screen.

Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

Your OneDrive is ready for you

Back   Get the mobile app   Later   Back   Open my OneDrive folder

28. Your files will now be backed up to your OneDrive account (cloud storage). You may close out of all open windows.

This concludes the first-time setup of your student laptop!